



TOWN OF PALM BEACH

Planning, Zoning & Building Department

Issued & Effective: March 20, 2019; Revised July 25, 2019.

ANNUAL FACILITIES PERMIT TO BUILDING OWNERS FOR REPAIRS/REPLACEMENTS WITH MAINTENANCE EMPLOYEES OR LICENSED CONTRACTORS

AUTHORITY:

Sixth Edition (2017) Florida Building Code (“FBC”), Sections 105.1.1 and 105.1.2.

PURPOSE:

1. To provide a procedure for issuing Annual Facilities Permits for the purpose of enabling owners of buildings, utilities and governmental agencies to conduct routine or emergency servicing, repair, replacements and refurbishing of their service systems, building components, hardscape and landscape via their maintenance employees skilled in building trades or licensed contractors. The annual permit is issued in recognition of the need to ensure non-interruption of service, and to afford the ability to affect repairs, replacements, non-structural work and cosmetic renovations in a timely manner without awaiting a specific permit in advance as required on new work.
2. To facilitate a permit and inspection process for Annual Facilities Permit, in addition to Section 105.1.1 and 105.1.2 of the FBC.
3. To classify parameters of work under the scope of an Annual Facilities Permit.

POLICY:

A single permit may be issued to owners routinely engaged in repairing, replacing, refurbishing, or renovations to their service systems, building components, hardscape and landscape with trained employees or licensed contractors, supervised by a maintenance/facilities supervisor; excluding any Level 2 or Level 3 Alterations, as defined by the Sixth Edition (2017) FBC, Existing Buildings, or building / structure additions. These Annual Facilities Permits shall incur a Building Permit Fee, as adopted in the Town’s Master Fee schedule, as it may be amended, and shall be valid for a calendar year. The annual permit shall authorize the holder to perform only the scopes of work as generally described herein.

A facility may include a group of separate buildings when there is a main building and ancillary buildings, all are in close proximity, and maintenance supervision of all is under one person.

PROCEDURE:

Building owners or operators requesting an Annual Facilities Permit shall submit with the permit application a written general description of the parameters of service work intended to be performed during the year, along with any plans and specifications of the expected work (roofing repair, common area windows and doors, A/C replacements, etc.). The Building Division shall review the description to verify exempt/non-exempt categories, and shall file a copy of the description with the permit record. The following generally identifies exempt / non-exempt service permit categories:

Permit Exemptions: Routine Service and Maintenance:

Work performed on any utility system owned and operated by a governmental agency shall be exempt from permit.

Permit Requirements: Repair, Refurbishing, Replacement and Minor Construction:

An Annual Facilities Permit may be issued for work involving the repair, refurbishing, or replacement of building service systems, not affecting life safety or life safety systems, and building components, hardscape and landscape via their maintenance employees skilled in building trades or licensed contractors. Examples include: repairs or replacement of electrical equipment/devices performed on load side of meter, repairs or replacement of plumbing, piping and related equipment/devices/fixtures on distribution side of water meter, repairs or replacement of ductwork, coils, evaporators and related equipment and controllers with items which are of equal rating, load capacity, voltage, size, etc., as applicable, and repair or replacement of building non-structural components (such as doors, windows, siding and roofing. The permit holder shall list / identify all work performed on the attached log form (or similar form prepared by the building owner or operator). The Building Division personnel shall perform all required inspections and periodic inspections, and/or any additional inspections necessary or requested by the permit holder. At the end of the permit validation period, a copy of the log shall be filed with the service permit in the Building Division's public records section. All work shall be performed in strict accordance with codes, amendments, ordinances, and standards currently adopted by the Town of Palm Beach.

Please Note - window, roofing, cosmetic changes, hardscape and landscape changes may require ARCOM or Landmark Preservation review, depending upon the scope of the work and the age and location of the facilities.

PERMIT APPLICATION PROCEDURES:

Owners requesting an Annual Facility Permit shall submit, with the permit application, a written general description of the parameters of service work intended to be performed during the year and name the facility maintenance supervisor. Applications shall also include, for approval, the format of the owner's log of work done, if the attached Town form is not to be used. The Town shall review the description to verify that the planned, typical work is exempt from separate permits, and shall then file a copy of the description of the intended type work with the permit record to start a log file on each such Annual Facility Permit. The permit fee for the Annual Facilities Permit will be based on the estimated value of annual projects included in the general scope of work.

Facilities Permit will be based on the estimated value of annual projects included in the general scope of work.

Owners should include all plans and specifications of work expected to be covered by the Annual Facility Permit when the initial permit application is made to the Town. Additional work that falls under the Annual Facility Permit scope may be added at any time during the one year period. Plans and specifications for this additional work should be submitted to the Town as a revision to the Annual Facility Permit. These submittals shall not require payment of a revision fee. Plans and specifications will be reviewed, approved if appropriate, with a copy returned to the Owner. The Owner, or the Owner's Representative, shall schedule all required inspections for the various projects.

ANNUAL FACILITIES PERMIT AGREEMENT WITH BUILDING OWNERS

DATE: _____

APPLICANT: _____

ADDRESS: _____

NUMBER OF STORIES: _____ SPRINKLERED: YES ___ NO ___

SITE OR FACILITY DESCRIPTION: _____

SUPERVISOR OF MAINTENANCE: (PRINT NAME) _____

PHONE (SUPVR.): _____ (FACILITY): _____

EMAIL OF SUPERVISOR: _____

ACKNOWLEDGEMENT AND AGREEMENT:

The aforementioned Applicant does hereby agree to abide by the terms and conditions contained and described in the Town of Palm Beach Planning, Zoning, and Building Department, Building Division Policy and Procedure Memorandum and referenced Florida Building Code sections. Said agreement shall authorize the permit holder to perform the scopes of work as generally described in the policy and/or as further described in the Applicant's written description of work scope submitted with the Annual Facility Permit application, if approved the by the Town. The permit holder does further agree to perform all scopes or categories of work in strict accordance with applicable codes and ordinances currently adopted by the Town of Palm Beach. It is agreed and acknowledged that said work shall be performed by qualified personnel, (including sub-contractors), under direct employment of the facility, while under supervision of a duly licensed and/or authorized manager or supervisor.

Owner: _____ Date: _____
(signature)

State of Florida, County of Palm Beach

The foregoing instrument was acknowledged before me this date _____ by _____
(name of Person acknowledging)
who is personally known to me or has produced _____ as identification and who did / did not take an
(type of identification)
oath.

Notary _____
(signature of person taking acknowledgement)

SEAL

